

# Completion Instructions and Sample Document

## Secondary Documentation OFP Time Study

Word Format 1 Rev 10/08

Time Study Period:	Enter the beginning and ending date of the Time study week. Example: September 22 – 26, 2008
Agency Name:	Enter the name of the grantee agency.
Activity Date:	Enter the date the activities occurred.
Grant Number:	Enter the agency grant number.
Subcontractor Agency Name	Enter the name of the subcontractor agency.
Employee Name	Enter the first and last name of the employee completing the documentation.
Signature and Date	Enter the signature of the employee completing the documentation and the date the documentation was completed.
Time:	Activities are reported in 30-minute increments. If the activity takes more than 15 minutes, document 30 minutes. For example: Providing clinical linkages information from 9:00 am to 9:20 am is documented as 9:00 am to 9:30 am. If the time spent on an activity is less than 15 minutes round down to the previous 30 minute increment. For example: Meeting with School Administrator 9:00 am to 9:40 am is documented as 9:00 am to 9:30 am.
Program Code:	Enter "I&E" when working on Information and Education activities. Enter "Other" when working on any other program.
Activity Code:	Enter one code for every 30 minutes of activity.  1a Non Medi-Cal/Family PACT Outreach 1b Medi-Cal/Family PACT Outreach 2a Facilitating Eligibility Application for Non-Medi-Cal Projects 2b Facilitating Medi-Cal/Family PACT Eligibility Application or Determination 7a Program Planning, Policy Development and Intra/Inter Agency Coordination Related to Non-Medi-Cal Services 7b Program Planning, Policy Development and Intra/Inter Agency Coordination Related to Medi-Cal Services 8a Non-Medi-Cal Training 8b Medi-Cal/Family PACT Training 9a Coordination, & Monitoring for Non-Medi-Cal Services 9b Coordination, & Monitoring for Medi-Cal Services 10a General Administration 10b Medi-Cal/Family PACT (TPP specific) Administration 11 Activities for other Projects (non-TPP projects) 12 Paid Time Off for TPP and Non-TPP Programs
Documentation:	Describe activities that occurred in the specified time. Include the activity location, topic, actions taken, population, etc. If the activity takes more than 30 minutes to complete, please indicate that the next 30 minute segment is a continuance of the previous segment. Additional documents that substantiate activities should be maintained by the grantee; such as: meeting agenda, class schedule, attendance sheets, etc.
Adding or Removing Rows	This document is created in Word tables. The documentation lines will automatically expand when you enter information. You may add additional rows if your activities extend beyond the hours shown. You may also delete rows that extend beyond the eight hour day.
Corrections:	Any corrections to employee time study documentation must be completed by the employee. Errors should be corrected by a simple cross through with the correct information given, then dated and initialed by the employee. If there are too many errors, please redo the form. Never use white out, liquid paper or dry line on errors; these are not acceptable on a legal document.

# Secondary Documentation Form OFP Time Study

Format 1 Revised 09/08

Time Study Period: <b>9/22 - 26/2008</b>	Agency Name <b>Garden County Public Health</b>
Activity Date: <b>9/22/2008</b>	Grant Number <b>03-12345</b>
	Subcontractor Agency Name
Employee Name <b>Joe Hernandez</b>	Signature and Date <b>Joe Hernandez 9/22/08</b>

Time	Program Code	Activity Code	Documentation
6:30 AM			
7:00 AM			
7:30 AM			
8:00 AM	I&E	1a	Arrive at office. Get supplies for Prev Ed session 5 STD/clinic information.
8:30 AM	I&E	1a	(Session 5 cont) Travel to Rose High School to present Prev Ed session 5 STD/clinc information. Set up for presentation.
9:00 AM	I&E	1a	(Session 5 cont) pretest, STD transmission/protection, answer questions.
9:30 AM	I&E	1b	(Session 5 cont) Discuss clinic access, services, handout brochures, post-test.
10:00 AM	I&E	1b	(Session 5 cont) Return to office. Write up class notes.
10:30 AM	I&E	9a	(Session 5 cont) Analyze and record pre-post test results.
11:00 AM	Other	11	Non-TPP work
11:30 AM	Other	11	Non-TPP work
12:00 PM			Lunch
12:30 PM			Lunch
1:00 PM	Other	12	Dr. Appt.
1:30 PM	Other	12	Dr. Appt.
2:00 PM	Other	12	Dr. Appt.
2:30 PM	I&E	10a	Staff meeting
3:00 PM	I&E	10a	Staff meeting
3:30 PM	I&E	10a	Staff meeting
4:00 PM	I&E	7a	Prepare materials for resume class on Tuesday.
4:30 PM	I&E	10b	Completing time study documents.
5:00 PM			
5:30 PM			
6:00 PM			